

**Course Syllabus:** Microsoft Access 2007 Advanced

### **Working with Charts and SmartArt**

- Inserting a Chart
- Inserting Chart Data
- Resizing and Moving a Chart
- Changing Chart Type
- Formatting a Chart
- Working with Labels
- Formatting Chart Elements
- Inserting SmartArt
- Working with SmartArt Elements
- Formatting SmartArt
- Converting Slide Text into SmartArt

### **Applying Transition and Animation Effects**

- Applying a Transition Effect
- Modifying a Transition Effect
- Applying Animation Effects
- Modifying Animation Effects
- Previewing a Transition or Animation Effect

### **Working with Multimedia**

- Inserting Sounds
- Inserting a CD Track
- Inserting a Movie Clip
- Narrating a Presentation
- Using Action Buttons

### **Finalizing a Presentation**

- Setting Up a Slide Show
- Rehearsing Slide Show Timings
- Adding Comments to a Slide
- Hiding a Slide
- Marking a Presentation as Final

### **Delivering a Presentation**

- Delivering a Presentation on a Computer
- Using the Pen and Making Annotations
- Creating a Presentation that Runs by Itself
- Using Presenter View
- Creating a Custom Show

### **Collaborating with Others**

- Using the Document Inspector
- Using the Compatibility Checker
- Packaging a Presentation
- Saving a Presentation as PDF or XPS
- Saving a Presentation as a Web Page
- Adding a Digital Signature to a Presentation
- Password Protecting a Presentation
- Publishing a Presentation to a Document Workspace

### **Working with Other Programs**

- Collaborating with Excel
- Collaborating with Word
- Modifying Embedded or Linked Content
- Creating Handouts in Microsoft Word
- Importing and Exporting an Outline

## **Advanced Topics**

Customizing the Quick Access Toolbar  
Using and Customizing AutoCorrect  
Changing PowerPoint's Default Options  
Converting an Older Presentation to PowerPoint 2007  
Recovering Your Presentations  
Using Microsoft Office Diagnostics  
Viewing Document Properties and Finding a File